



State of New Mexico Purchase Order

PO Number to be on all Invoices and Correspondence

CHANGE ORDER

Dispatch via Print

Children, Youth & Family Dept

P.O. DRAWER 5160
SANTA FE NM 87501
United States

Vendor: 0000054380
COLFAX COUNTY
P O BOX 98
RATON NM 87740

Purchase Order	Date	Revision	Page
69000-0000050049	11/10/2015	3 - 11/10/2015	1
Payment Terms	Freight Terms	Ship Via	
Pay Now	FOB Destination	Best Way	
Buyer	Phone		
MODESTO J. TAPIA			

Ship To: 1120 PASEO DE PERALTA, ROOM 212
SANTA FE NM 87502
United States

Bill To: P.O. DRAWER 5160
SANTA FE NM 87501
United States

Origin: CON ExclExcl #:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	Home Visiting Services, FY16		1.00	EA	100,000.00	100,000.00	07/20/2015
	69000-06700-4050000000-535300- -006907- - -116-50000						
	Schedule Total					<u>100,000.00</u>	
	Contract ID: 0000000000000000000015937	Contract Line: 0	Release: 3				
	Item Total					<u>100,000.00</u>	
2- 1	Home Visiting Services FY16		1.00	EA	11,625.00	11,625.00	11/10/2015
	69000-06700-4050000000-535300- -006907- - -116-50000						
	Schedule Total					<u>11,625.00</u>	
	Contract ID: 14-690-15937-1	Contract Line: 0	Release: 2				
	Item Total					<u>11,625.00</u>	

Contract# 14-690-15937

Contract: 14-690-15937-1

Total PO Amount

111,625.00

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

[Signature]

STATE OF NEW MEXICO

**CHILDREN, YOUTH AND FAMILIES DEPARTMENT
AGREEMENT
Home Visiting Services for Early Childhood Services Division
AMENDMENT NUMBER (One)**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **CHILDREN, YOUTH AND FAMILIES DEPARTMENT (CYFD)**, hereinafter referred to as the “Agency” and **Colfax County Commission**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Agency.

PURPOSE OF AMENDMENT

- a. **New Mexico Home Visiting Program Standards**, Contractor must comply with the most recent CYFD Home Visiting Program Standards. The New Mexico Home Visiting Program Standards are incorporated by reference and obligates the Contractor to implement and comply with all standards and requirements as outlined in the current *New Mexico Home Visiting Program Standards*. Periodically the New Mexico Home Visiting Program standards are updated and amended; the most recent version can be located at the following link under Home Visiting Links: <https://cyfd.org/home-visiting>.
 - b. **Attachment 1** - incorporates the Summary of Major Changes in the Home Visiting Program Standards, effective July 1, 2015.
2. Revise **Article III “Limitation of Cost”** Increase funding for FY16 by \$11,625.00 and increase funding for FY17 by \$15,500.00 for a new contractual total of \$427,125.00.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED AGREEMENT ARE AMENDED AS FOLLOWS:

ARTICLE II. Attachment 1(b)

The Contractor shall provide the program of services as set forth in the scope of work which is attached hereto as “**Revised Attachment 1(b) – effective July 1, 2015**” and incorporated herein by reference, unless amended or terminated pursuant to Article VI (Termination of Agreement) or Article XXIII (Appropriations), *infra*. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the Scope of Work.

Article III, Limitation of Cost, is hereby amended to read as follows:

ARTICLE III. Limitation of Cost

The total amount of the monies payable to the Contractor under this Agreement shall not exceed **Four hundred twenty seven thousand, one hundred twenty five dollars and zero cents (\$427,125.00)**. The annual budget is attached hereto as “**Revised Attachment 2 – Budget dated August 24, 2015**” is incorporated herein by reference.

All other articles of this Agreement remain the same.

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by the Agency Secretary or Designee.

NAME OF CONTRACTOR – Colfax County Commission

William E. Sault
Colfax County Commission

Date: 10/13/15

Contractor's Legal Counsel

Date: _____

Agency – Children, Youth and Families Department

Monique Jacobson
Monique Jacobson, CYFD Cabinet Secretary or Designee

Date: 10/29/15

Approved as to legal form and sufficiency.

[Signature]
CYFD Legal Counsel

Date: 9/11/15

Attest:

Maria L. Baco
Clerk of the Board



Attachment 1
Colfax County

Summary of Major Changes in the
Home Visiting Program Standards, effective July 1, 2015

Eligibility

1.1.c. The program's eligibility protocols require consultation with CYFD Home Visiting Manager-Monitors for children/families involved with Protective Services, Juvenile Justice Services, and/or when placed in out-of-home care.

1.4.c. The timeline to replace families shall not exceed thirty (30) days from the disenrollment date. Justification will be provided for extenuating circumstances.

FOCUS Tiered Quality and Improvement System: Continuous Quality Improvement (Onda)

6.10.a. Programs will implement a continuous quality improvement process (Onda) as outlined by CYFD, and in collaboration with T/TA and the data team, to improve program quality

6.11.b. Program Response to Findings of Non-Compliance and Program Deficiencies

Program management will ensure that appropriate interventions and corrective actions are implemented in a timely manner, should they be necessary.

i. Action Plans are created in collaboration with the program manager, CYFD Home Visiting Manager/Monitor, and CYFD Home Visiting Supervisor to assist the program in prioritizing high need areas of contract non-compliance and setting appropriate timelines for completion of action items.

ii. Corrective Action Plans are put into place when programs have significant areas of non-compliance that need that require immediate attention (Corrective Action Plans may result in contract amendments).

Program Staff.

7.1.a. Program procedures and practices ensure that the program hires adequate numbers of qualified personnel to provide services in order to meet contractual obligations.

i. Ratios for Staffing: For every 20 families funded, programs must have, at minimum, One (1) full-time home visitor, and One (1) .25 FTE Program Manager to accurately meet the needs of the home visiting program.

ii. The program must have a program manager/director housed within the same location. The Program Director must have at a minimum a Bachelor's Degree with at least three year experience working with infants, toddlers or expectant families.

7.1.d. Program staffing procedures ensure the existence of a Home Visiting team that is multidisciplinary and who have knowledge in early childhood development and infant/early childhood mental health.

- i. Programs must hire degreed professionals who meet the qualifications as specified in the New Mexico Home Visiting Standards as part of their home visiting team; or non-degreed professionals that meet the following education path:
 - a. 50% of non-degreed personnel (or personnel in non-related field degree program) must obtain the Infant Family Studies Certificate within two years of the implementation of these standards.
 - b. 100% of non-degreed personnel (or personnel in non-related field degree program) must obtain the Infant Family Studies Certificate within three years of the implementation of these standards.
- ii. The Home Visiting Program must have on staff or under sub-contract a master's level clinically licensed professional with infant mental health training and experience to oversee and consult with the home visiting staff. Within a year of hiring/contracting the individual must obtain their Infant Mental Health Endorsement Level IV within two years of hiring/contracted.

Ongoing Professional Development

7.4.c. Non-degreed home visiting staff (Para-professionals) must work toward the completion of the following degree path:

- i. 100% of non-degreed personnel (or personnel in non-related field degree program) must obtain the Infant Family Studies Certificate within three years of hire
- ii. 50% Obtain an Associate's Degree within 2 years;
- iii. 25% Obtain a Bachelor's Degree within 4 years of hire with the home visiting program.

7.4.d. Program manager must submit annual staffing reports to the CYFD Home Visiting Manager/Monitor indicating staff progress on meeting professional qualifications.

Administrative Supervision

- i. Program procedures and practices ensure that the program conducts regular and frequent review of program activities. At least 10% of the cases must be reviewed every month and 100% of the cases must have been reviewed by the end of the year. The procedures and practices include effective use of the data management system tools for self-monitoring at the case level and individual staff level, as well as at the program level (See Standard Area 9: Data Management).

HV Standard 8 - Community Engagement

This standard specifies requirements for programs to partner with agencies and groups that may work with the same families to ensure collaboration and avoid duplication, and to work with community partners to ensure each family's access to the necessary continuum of family support services.

Collaboration

8.1.a. The program has a system for collaborating and making referrals and tracking follow-up when the families are referred to community services.

8.1.b. The program documents efforts to collaborate with local agencies or programs that provide services to young children and families to enhance service accessibility.

8.1.c. Programs document efforts to prevent duplication of services when more than one CYFD funded home visiting program is providing services to the same community area(s). Programs must collaborate to create a plan of action when it is discovered that more than one program is providing services to the same family.

Community Education

8.2.a. The program documents participation in community education and development activities at the local and state levels to ensure awareness of home visiting services [See Standard 6.2].

8.2.a. The program documents the provision of quarterly community presentations each year that are designed to raise awareness of home visiting services and the importance of the early years.

Community Advisory Committees

The agency/program providing services documents regular participation with a community advisory committee, council or coalition.

Revised Attachment 2 – Budget
Colfax County

The Contractor shall be paid the following:

To Provide Home Visiting Services FY14	\$ 100,000.00
To Provide Home Visiting Services FY15	\$ 100,000.00
To Provide Home Visiting Services FY16	\$ 111,625.00
To Provide Home Visiting Services FY17	\$ 115,500.00

TOTAL	\$427,125.00
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The total amount of the agreement shall not exceed **\$427,125.00**, including gross receipts tax.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Funding Information:

State General Fund